

Circulation Department Services

All materials from the Library's circulating collections can be checked out at the Circulation Desk on the First Floor.
Phone: **509-963-3682**

Borrowing Policies

- [Connection Cards](#) are required to check out all materials.
- By checking out materials with your Connection Card/Library Card, you agree to all regulations stated in the Circulation Policy.

Loan period: Patron	Loan Duration
Students / Staff / Community	6 Weeks
Faculty / Grads	6 Months
Reserve Materials	4 Hours
Summit / ILL	6 Weeks
Video/DVD/CD	6 Days
Cameras, Go Pros, tripods, recorders	6 Days
Headphones, mice, adapters, dry erase, flash drives	4 Hours
Laptops	4 Hours
Smart Pens	6 Months

- **Renewals:** Renewals are allowed unless the item is requested by another patron. Summit and Illiad items cannot be renewed.
- **Overdue Notices:** Overdue notices are sent to [campus email](#) accounts.
- **Fines:** Overdue materials are subject to fines.

Please read our [Circulation Policy page](#).

Holds Policy

- Books that are available in the stacks cannot be placed on hold.
- Books that are checked out or missing can be placed on hold.
- Held items can be picked up at the [circulation desk](#).
- Patrons will be notified of the arrival of held items via [campus email](#). If you need assistance, call the circulation desk, (509) 963-3682, and ask for a shift supervisor.

Source URL: <http://www.lib.cwu.edu/CirculationDepartmentServices>